

Jan 4
DDP

3 December 1956

MEMORANDUM FOR: Chief, XI

SUBJECT: FO Monthly Report for November 1956

1. Cards forwarded to Main Index as result of Projects: 11,506

2. Total Projects 280

Opened this month 2
Opened prior months 55
Total Open Projects.....57

Closed this month 2
Closed prior months 221
Total Closed Projects.....223

3. Records Management

a. Records Retired to RI/AR

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Qu. P.</u>
SEA	4	.4
DEP	1	2.0
PI	2	5.0
PP	1	3.2
TBS	1	.8
IO	4	3.6
RI	27	76.600
PI	28	267.9000
NSA	3	1.7
RI	5	3.4
RI	8	8.10000
RI	12	6.7
RI	3	2.80000
XI	3	5.6
Total	102	387.8
		387.2

ee Field Files 1.5, ZIPPER Project 68.0
eee Field Files 2.1, Jap PHB 299.0
eeee Field Files .1
eeeee Field Files 2.0

Sanitized - Approved For Release :
CIA-RDP70-00211R000200070055-1

b. Records Retired to RI/TL

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>
IO	1	.8
EE	45	5.2
FE	15	8.7
NEA	71	7.2
SE	4	.5
SR	13	1.8
WE	26	3.5
WH	10	1.1
Total	185	28.8

c. Records Retired to CIA Library

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>
FE	1	.3
Total	1	.3

d. Records Destroyed (Non-Record Material)

<u>Division or Staff</u>	<u>Items</u>	<u>Amount in Cu. Ft.</u>
FE	2	2.5
NEA	2	1.1
RI	3	24.2
Total	7	27.8

Total Records Retired and Destroyed

444.1

e. Vital Documents

Packages IN.....	189
Packages OUT.....	34
Microfilm Reels IN.....	131
Microfilm Reels OUT.....	4

4. Filing Equipment and Forms Control

a. Filing Equipment Approved

2 drawer legal size safe.....	2
4 drawer legal size safe.....	10
10 drawer file cabinet for IBM cards.....	38
2 door storage cabinet.....	2

b. Forms Approved.....7

5. RI/PO Typist, typed 526 cards in 6 hours.

25X1A9a 6. Mr. [REDACTED] began attending the Records Mechanization Course on the 26th of November.

25X1A9a 7. Mr. [REDACTED] transferred to the RI Security Office.

25X1A9a 8. Mr. [REDACTED] was assigned to RI Projects Office.

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